

COMNAVAIRPAC INSTRUCTION 1700.6

Subj: SAILOR OF THE YEAR (SOY) PROGRAM

Ref: (a) OPNAVINST 1700.10K
(b) CINCPACFLTNOTE 1700
(c) COMNAVAIRPACINST 1650.9F

1. Purpose. To solicit nominations for the Sailor of the Year (SOY) Program implemented by references (a) and (b).

2. Background. Annually, the Commander, Naval Air Force, U.S. Pacific Fleet (COMNAVAIRPAC) selects a Sea and Shore SOY from duty types 2/3/4/5/8 and 1/6 respectively. COMNAVAIRPAC SOY's are nominees for the Commander in Chief, U. S. Pacific Fleet (CINCPACFLT) Sailor of the Year Program. Per reference (b), CINCPACFLT selects a PACFLT Sea SOY and a PACFLT Shore SOY nominee who will compete for the Chief of Naval Operations Shore Sailor of the Year. All active duty Navy personnel in paygrades E-4 through E-6 are eligible with the exception of those selected for E-7.

3. Discussion

a. This program provides an excellent opportunity to recognize top performers throughout COMNAVAIRPAC. All commands are encouraged to participate.

b. Commands may make announcement of their SOY selection as each level is completed. Per paragraph 4(a) of reference (b), medals should only be awarded to a nominee when he/she is no longer being considered for selection at the next higher level.

c. The six COMNAVAIRPAC sea(3)/shore(3) finalists may be asked to travel to San Diego to conduct interviews prior to final selection. Travel funding will be provided by COMNAVAIRPAC. The COMNAVAIRPAC Sea and Shore Sailors of the Year will be announced by message in February.

4. Nomination procedures

a. Sea Sailor of the Year: One nominee for Sea SOY (duty types 2/3/4/5/8) is solicited from each of the following:

(1) COMCARGRU/COMCRUDESGRU (Selected from CVW SOY/CV(N) SOY)

(2) COMFAIRWESTPAC

(3) COMPATRECONFORPAC

(4) Type Wing Commanders (selected from applicable sea duty components including PACFLT SQNS deployed aboard LANTFLT Carriers).

(5) Other direct reporting sea duty commands

Note: 1. Naval Air Force Atlantic Fleet Fighter squadrons who deploy aboard Pacific Fleet Carriers will submit their SOY packages through Commander, Fighter Wing, Atlantic Fleet.

2. All deployed squadrons (except deployed VF squadrons) will submit their SOY packages through the Battle Group Commander when deployed and through their respective Type Wing Commander during the Inter-Deployment Training Cycle (IDTC).

b. Shore Sailor of the Year: One nominee for Shore SOY (duty types 1/6) is solicited from each of the following:

- (1) COMFAIRWESTPAC
- (2) COMPATRECONFORPAC
- (3) Type Wing Commanders
- (4) Direct reporting shore duty activities

c. Nomination packages must adhere to the format in enclosure (1) to reference (a).

5. Action

a. Submit nominations to reach COMNAVAIRPAC (N008) by deadline stated in message released in November of current calendar year. Nominations received late, and those not in compliance with the format specifications prescribed by reference (a), will not be considered.

b. Nomination packages should be submitted in a white binder (recommend NSN 7510-01-203-4708) with pages in document protectors (recommend NSN 7510-00-286-1407). A 3.5 inch computer disk must be included, containing the following files in Microsoft Word format: Endorsements and cover letter, nomination, biography, and proposed award citation and OPNAV 1650/3 for Navy and Marine Corps Commendation Medal prepared in accordance with reference (c).

c. COMNAVAIRPAC will remove and process the OPNAV 1650/3 (Personal Award Recommendation for Navy and Marine Corps Achievement Medal) from nomination packages of those not selected to participate in the final selection process.

d. COMNAVAIRPAC will remove and process the OPNAV 1650/3 (Personal Award Recommendation for Navy and Marine Corps Commendation Medal) from nomination packages of those selected as finalist but are not selected as COMNAVAIRPAC's Sea or Shore Sailors of the Year.

e. All Sailor of the Year packages will be screened by a board of Master Chief Petty Officers assigned to COMNAVAIRPAC staff to select three finalists in both sea and shore categories. The six finalists and their spouses (if desired by the finalist) shall report to COMNAVIRPAC headquarters upon notification by the COMNAVAIRPAC Force Master Chief. All travel will be funded by COMNAVAIRPAC.

f. COMNAVAIRPAC's primary point of contact is the Force Master Chief, Commander Naval Air Force, U.S. Pacific Fleet, DSN 735-4780; Commercial (619) 545-4780.

/s/

R. A. DEAL
Chief of Staff

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